



Town of Westport Parks & Recreation

SEASONAL EMPLOYMENT INFORMATION – SPRING AND SUMMER OF 2010

Dear Applicant:

Thank you for your interest in seasonal employment with the Westport Parks and Recreation Department. The following information is provided to assist you in understanding the application and hiring process:

General Information

Most applications are reviewed as they are received. Some, such as summer camp, are reviewed on a specific date which is detailed below. Applications will be retained on file through the end of the summer season and will be referred to as openings occur. If you need more specific information about the position you are applying for, contact the supervisor responsible for the position as listed in the contact box below. Every supervisor conducts potential employee searches differently so please feel free to follow up your application with an email. **IT IS BEST TO GET YOUR APPLICATION IN AS SOON AS POSSIBLE AS MOST POSITIONS ARE HIRED BY APRIL 1, 2010.**

Camp Counselors

All Camp Compo and REcing Crew counselor applications are due by March 12, 2010. There will be approximately 30 positions available between Camp Compo and REcing Crew. Camp begins on June 28th and runs through August 13th.

- a. Applications are reviewed and a limited number of applicants are selected for interviews with the camp director and the program manager. **Not all applicants will be selected for a personal interview.** The selection process is based on the information the applicant provides on the application. The more information provided regarding experience and extra curricular activities will allow a more accurate evaluation. Generally applicants who have completed at least their sophomore year in high school and have some experience with working with children will be considered. If we widen our applicant pool, we will consider to those who have completed their freshman year. Due to the large volume of applicants, not every applicant receives an interview. In years past, we have had over 100 applications. Counselors that have worked for us in the past that submit applications will be considered prior to new applicants.
- b. We must have your dates of availability between June 19th and August 14th. **You must be available at least 5 of those 7 weeks in order to be considered and one of those weeks must be June 28th or July 5th.** A work week is considered to be five days from Monday through Friday, 8:00 am – 4:00 pm.
- c. Interviews are then conducted in early April and jobs offered by the end of April
- d. If you do not receive an interview we will retain your application through the summer season. If selected applicants offered positions do not accept or if we have openings later in the season we may contact you for an interview at a later date. .
- e. The initial hiring process is completed by May 1, 2010.
- f. Starting pay for all first year counselors is \$8.25/hour.

THE FOLLOWING IS A LIST OF SUPERVISORS AND THE POSITIONS THEY HIRE:

Tim Burke, Parks Supervisor – tburke@westportct.gov

Athletic Field Maintenance, Parks Maintenance

Dan DeVito, Operations Supervisor – ddevito@westportct.gov

Lifeguards – Must have full certification to apply

Guest Services – Includes parking attendants, security personnel and event staff

Tennis Clerks

Marinas

Skate Park

Karen Puskas, Program Manager – kpuskas@westportct.gov

Camp Counselors

Swim Instructors – Must have American Red Cross certification.

Tennis Instructors

Miscellaneous programs

Dan Rackliffe, Golf Course Superintendent – drackliffe@westportct.gov

Golf Course Maintenance

Must be available March – November

6:00 am – 2:30 pm

Five days per week and will include some weekends

All types of weather